

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Urban/Community Forester	<u>Revision Date:</u> 02/14
		<u>EEO Category:</u> Service – Maint.
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 30617

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks & Recreation Director and/or the Parks Superintendent, directs the city's urban forest management program. Responsible for the long-term management of all city trees, including forest planning, budgeting, maintenance, design and installation. Coordinates volunteer tree planting and maintenance projects and public education programs.

III. Essential Duties:

- Routinely inspects trees to determine the presence of diseases, insect infestations or other damage and takes necessary actions to care or treat the trees
- Coordinates, supervises, trains and assists in the pruning, planting, spraying, and removal of trees.
- Establishes a program for the periodic inspection and trimming of trees.
- Provides technical information to various public agencies and City departments regarding proper arbor cultural practices.
- Responds to hazardous and emergency situations, including tree removal to ensure roadway clearance
- Participates in parks grounds development including parkways and related open spaces
- Maintains an inventory of city trees and coordinates the city's long-range forest planning program
- Assists in the development of the city's Tree Master Plan
- Perform tree appraisals

IV. Marginal Duties:

- Fosters active relationships with the Utah Community Forest Council, the International Society of Arboriculture and other urban/city foresters in the state.
- Applies for and procures state and federal grants to supplement the city's forest planting program.
- Ensures the city's current status as a Tree City USA by the National Arbor Day Foundation
- Responds to citizens calls
- Performs general public relations duties such as preparing and presenting information to interested civic groups, schools, etc.
- Works with volunteer groups to coordinate planting and maintenance projects.
- Performs snow removal and burials.
- Other duties as assigned.

V. Qualifications:

Education: Requires High School diploma or equivalent, Bachelor's degree with major course work in arboriculture, horticulture, or related field preferred.

Experience: Requires five years related work experience with progressively increasing responsibilities in areas related to urban forest management and maintenance.

Certifications/Licenses: Must possess a valid Utah Commercial Driver's License (CDL-class A). Must have Utah pesticide license within six months of hire. Certified Arborist and Municipal Specialist with the International Society of Arboriculture (ISA).

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Knowledge of modern arbor cultural practices and skills, including natural target pruning, plan health care, integrated pest management, urban soils, conservation and hazard tree awareness. Strong tree identification skills and knowledge of the characteristic features of trees that grow in the Inter-Mountain region is also desired.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, tools, etc.; moderate responsibility for making decisions affecting the activities of other people. Responsible to plan, assign, discipline, and supervise employees, responsible for up to 5 employees.

Communication Skills: Work and communicate effectively verbally and in writing; contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; outside contact with public groups in an educational setting presenting information regarding urban forestry management.

Tool, Machine, Equipment Operation: Regular use of office equipment including copy machine and telephone; frequent use of a personal computer, fax machine and other office equipment. Regular use of trucks, chain saws, tractors, aerial lift and other tree or trail maintenance equipment.

Analytical Ability: Organize and establish meaningful goals; design and implement a variety of forestry programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving research and data collection.

VII. Working Conditions:

Physical Demands: Moderately heavy physical activity; required to push, pull or lift medium weights (up to 50 lbs).

Work Environment: Intermittent exposure to stress as a result of human behavior; requires exposure to adverse weather conditions and hazardous conditions; exposure to gasoline, oil, small engine exhaust, sawdust, pesticides, toxic materials and wind related hazards while performing tree work; exposed to a variety of loud noises, falling of trees, climbing and other inherent dangers of tree surgery; often subjected to after hour, weekend, or holiday work, and some travel may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____